

**US ARMY CORPS OF ENGINEERS
ELECTRONIC PAYMENTS/DIRECT DEPOSIT**

- 1. The Debt Collection Improvement Act of 1996 provided that Federal payments shall be made by electronic funds transfer (EFT). The Corps issues electronic corporate payments through the Automated Clearing House (ACH) network using the Cash Concentration or Disbursement Plus Addendum (CCD+) payment format. Instead of receiving checks, you will have payments directly deposited into your checking or savings account.**
- 2. The benefits of receiving payments electronically are no lost or stolen checks, no deposit delays, prompt availability of funds, fully traceable payments, and decrease in fraud.**
- 3. EFT/Direct Deposit payments are available for vendors who have active contracts with the Corps sites within the Continental United States. Corps travelers working for these sites should also sign up for EFT.**
- 4. Attached is Form UFC-DISB-4 with instructions that can be used by both vendors and travelers to sign up for Corps EFT payments.**
- 5. Point of contact for questions is Michael Rye, commercial 901-874-8543, DSN 882-8543, email address; Michael.T.Rye@usace.army.mil.**

DIRECT DEPOSIT AUTHORIZATION FORM

PRIVACY ACT STATEMENT

The following information is provided to comply with the privacy Act of 1974 (P.L.93-579). All information collected of this form is required under the provision of 31 U.S.C. 3322 and 31CFR210. This information will be used by the Treasury Department to transmit data by electronic means to the vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payment through the Automated Clearing House Payment System.

I hereby authorize U.S. Army Corps of Engineers, Hereinafter called USACE to initiate direct deposit credit entries to my (our) account indicated below and the financial institution named below, hereinafter called DEPOSITORY, to credit the same to such account.

(1) Check One of the Following Statements::

☐ I am not currently participating in the Direct Deposit Program

☐ **ADD** – Deposit my Payment to the account shown

OR

☐ I am currently participating in the Direct Deposit program

☐ **CHANGE** - Financial Institutions and/or Account Number

(2) Installation EROC _____

Name or (Company as shown on Invoice)

(3)

Address

(4)

City

State:

Zip:

(5)

Mailing Address (if different):

(6)

Daytime Phone()

(7)

Contract # (Optional) :

If more than one contract, please list on separate sheet

Please ask your Financial Institution for your Depositor Account Number and Routing Number

(Indicate which account to credit)

| | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| Type of Depositor Account Please Check a Box | <input type="checkbox"/> | Checking (8) | <input type="checkbox"/> | Savings (9) |
| Depositor Account Number | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Name of Financial Institution

(11)

Address

(12)

City

State:

Zip:

(13)

Routing

Number

(14)

Depositor Account Title:

(15)

Tax ID Number (TIN) for Business:

(16)

SIGNATURE:_(17)_____

DATE:_(18)_____

Mail to: USACE Finance Center, ATTN: EFT/DISB, 5722 Integrity Drive, Millington
TN 38054-5005

INSTRUCTIONS FOR COMPLETING FORM UFC-DISB-4

- 1) Vendors and/or travelers should indicate if this transaction is an “add”, as a new Direct Deposit to be set up; or a change to the already existing information. USACE employees already on payroll Direct Deposit that have not already completed a form for travel reimbursements should mark “Add”.
- 2) Include the Corps of Engineers District name (example: Mobile) or EROC (example: K5) that wrote the contract authorizing payment. If more than one District issued contracts, prepare a separate form for each District.
- 3) Include the Name Or Company as it appears on the invoice. If the contract was written to Bill and Betty Smith, the bill and Direct Deposit form should include both names, not just Bill. If you are a Corps Employee, this will be your name.
- 4) This address is the physical address of the business. If you are a corps employee, this is your home address
- 5) The city, state, and zip that match the physical address
- 6) The mailing address will include any and all remit to/payment addresses that are different from the physical address. (If more space is needed, include as attachment page with all addresses listed). This is VERY IMPORTANT the routing and bank account number is loaded on specific payment addresses.
- 7) Include Daytime phone number in case there are questions concerning the completed form.
- 8) Check if the bank account number furnished is checking account.
- 9) Check if the bank account number furnished is saving account
- 10) Include bank account number, one number in each slot. This number for checking account is located on the bottom portion of your checks. Usually after a nine digit number. *Do not include a check number, which sometimes appears in front or behind the actual account number*
- 11) The full name of your bank
- 12) The actual street address or PO BOX of your bank/financial institution.
- 13) The City, State, and correct Zip Code of your bank/financial institution
- 14) The Bank's Routing number. This is your bank's identification number in the Federal Reserve System *(Every bank's routing number consists of exactly nine numeric numbers)* to locate your bank's routing number: look at the bottom of your check at those series of numbers at the bottom. You should find a series of nine numbers either “off to themselves” or between colons, this is your bank's routing number.
- 15) “For Corporations and Businesses use the companies IRS Tax ID number. For Sole Proprietorships and Individuals write your social security number
- 16) Forms for businesses should be signed by a company officer. Forms for Employees/individuals should be signed by the specific person.
- 17) Date of Authorization (ie.. the Date Signed)

| | |
|--|-----------------|
| John Citizen | Check ### |
| Your Address | |
| Your Bank | Date ____, 20__ |
| Pay to the Order of _____ \$ _____ | |
| _____ Dollars | |
| Bank Name | |
| Bank Address | |
| Bank City/State/Zip | |
| *: 123456789*: Check ### Your Account Number | |